

Tele
Records Mgt
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MORANDUM FOR: Chief, Management Staff
FROM: Deputy Comptroller
SUBJECT: Administrative/Support Workload at
Small Stations and Bases
REFERENCE: Memorandum dated 19 June 1957 to
Deputy Director (Support), Subject -
same as above

1. The reference memorandum discussed the administrative/support workload at small stations/bases and made certain recommendations toward reduction of such workload. Paragraph 6e of the reference memorandum recommended that the Offices of Personnel, Logistics, Training and the Office of Comptroller review the listing of reports under Tab H of the memorandum in light of pending changes in regulations and handbooks, and advise Management Staff, DD/S of amendments necessary so that current listing may be published for reference and guidance by Field Stations.

2. Attached is a listing of the forms and reports abstracted in Sections I and II of Tab H which are required by the Office of Comptroller. The attached listing reflects under the column headed "Comments" the current status for requirements of the forms and reports, the column headed "Replaced by Form Number" reflects name and number of the form or report currently used in cases of revision and the column headed "Authority" indicates the applicable regulation or handbook number.

COMMENT:



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